



CANNON BUILDING
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STATE OF DELAWARE
MANUFACTURED HOME INSTALLATION BOARD

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PUBLIC MEETING MINUTES:	The Manufactured Home Installation Board
MEETING DATE AND TIME:	Monday, April 9, 2018 at 9:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES FOR APPROVAL:	July 9, 2018

MEMBERS PRESENT

Keith Rudy, President
Richard Snyder, Vice President
John Starke, Professional Member
Adam Rones, Professional Member
Floyd Ridgway, Professional Member
Valarie Lacey, Public Member
Barbara Williams, Public Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL PRESENT

Kevin Maloney, Deputy Attorney General
Karen Carn, Administrative Specialist Holl

MEMBER ABSENT

Richard Snyder, Vice President

ALSO PRESENT

Jennifer Allen, Association Executive, First State Manufactured Housing Association (FSMHA)

CALL TO ORDER

Mr. Rudy called the meeting to order at 9:00 a.m.

REVIEW OF MEETING MINUTES

The Board reviewed the minutes of the January 8, 2018 meeting. Mr. Rones made a motion, seconded by Mr. Starke to approve the minutes as written. By unanimous vote, the motion carried.

NEW BUSINESS

Review of 2017 Audit

Mr. Starke made a motion, seconded by Mr. Rones to exclude review of the audit submitted (Administrative error). By unanimous vote, the motion carried.

Election of Officers

President

Mr. Ridgeway made a motion, seconded by Mr. Rones to elect Mr. John Starke as President. By unanimous vote, the motion carried.

Vice President

Mr. Starke made a motion, seconded by Ms. Williams to elect Mr. Adam Rones as Vice President. By unanimous vote, the motion carried.

Secretary

Mr. Starke made a motion, seconded by Ms. Williams to elect Mr. Keith Rudy as Secretary. By unanimous vote, the motion carried.

Compliance Officer

Mr. Rones made a motion, seconded by Mr. Starke to elect Mr. Floyd Ridgeway as Compliance Officer. By unanimous vote, the motion carried.

Education Officer

Mr. Starke made a motion, seconded by Mr. Rones to elect Ms. Valerie Lacey as Education Officer. By unanimous vote, the motion carried.

CORRESPONDENCE

Mr. Rones made a motion, seconded by Mr. Ridgway to amend the agenda to include review of correspondence. By unanimous vote, the motion carried.

The Board reviewed the resignation letter from Mr. Richard Snyder. Mr. Ridgeway made a motion, seconded by Ms. Williams, to accept the resignation of Mr. Richard Snyder. By unanimous vote, the motion carried.

The Board review documentation submitted by Atlantis Homes, LLC regarding Mr. Vernon Russell. The Board held discussion. Mr. Ridgeway made a motion, seconded by Mr. Rones to defer making a decision until more information is received and revisit this topic at the next meeting. Mr. Starke recused. By majority vote, the motion carried.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

There was no other business before the Board for discussion.

PUBLIC COMMENT

Ms. Allen addressed the Board regarding the positive feedback and enrollment from Licensees in the one-time offered in-class CE course for the 2018 renewal.

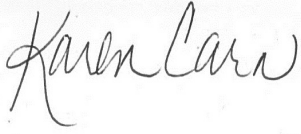
NEXT SCHEDULED MEETING

The next meeting is scheduled for Monday, July 9, 2018 at 9:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business before the Board, Mr. Starke made a motion, seconded by Mr. Rones, to adjourn the meeting. By unanimous vote, the motion carried. The meeting adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Karen Carn". The signature is written in dark ink on a light-colored background.

Karen Carn
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Board members and the public in supplementing their personal notes and recall for presentations.